



CDSS

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**DEPARTMENT OF SOCIAL SERVICES**  
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## IMPORTANT NOTICE

### FOSTER FAMILY AGENCY BIENNIAL RATE REQUEST REQUIREMENTS AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE (AFDC-FC) PROGRAM, OCTOBER 2010 FILING

Dear Provider:

Providers are required to submit a biennial rate request in accordance with Welfare and Institutions Code 11463 (k)(1). This letter serves as a courtesy reminder that your Foster Family Agency's (FFA) biennial rate request is **due postmarked on or before October 1, 2010. If your application is not postmarked by October 1, 2010, you will be assessed a penalty.**

Pursuant to Manual of Policy and Procedures section 11-403(f)(3), biennial rate applications not submitted on or before the due date of October 1 and rate requests that are incomplete are considered late rate requests and subject to a monthly monetary penalty equal to three (3) percent of the rate applied to the agency's administrative rate component of the rate per child beginning on either the rate effective date (December 1, 2010) or the date the rate was reinstated (if terminated). To avoid late penalties, please be sure to submit your rate request **postmarked on or before October 1, 2010.**

Please use this link to access the Foster Care Rates Bureau, Biennial Rate Application Requirements website: <http://www.childsworld.ca.gov/PG1359.htm>

Please be advised that our office will be moving in September 2010. If you need assistance with your biennial rate request, please contact your rates consultant by phone or email prior to September 15, 2010. The phone numbers and email addresses are located here:

<http://www.childsworld.ca.gov/Res/pdf/ConsultantsCntyAssListconve.pdf>. After September 15, 2010, you can contact our main office number at (916) 324-4857. There will be a recorded message referring you to our new number, or you can contact your rates consultant via email. Consultants e-mail addresses will not change.

Sincerely,

NANCY LITTLEFIELD, Manager  
Foster Care Rates Unit

## **COMPLETE BIENNIAL FOSTER FAMILY AGENCY RATE REQUEST**

A complete rate request must be submitted for each foster family agency program in operation (treatment and non-treatment). A complete rate request is one that contains all the required documents necessary to set the rate. Forms have changed to reflect submission of information for a biennial reporting period. This means that data is required for the corporation's prior two fiscal years. Please refer to the regulations and the instructions on the reverse side of each FFA form when preparing the rate request. The instructions will assist you in completing the rate request package correctly. **The forms and documents listed in Sections 1, & 2 are required for a complete FFA rate request.**

### **SECTION 1: REQUIRED FORMS**

FCR forms:

- ☐ **FCR 1FFA: Foster Family Agency Data and Certification Sheet** with original signature.

Please ensure that you complete items# 7d and 8c (EMAIL) on this form. Information regarding foster care rates will be sent out to providers with email addresses on file. To receive updated information, please print clearly and legibly.

- ☐ **FCR 2FFA: Program Description Checklist**
- ☐ **FCR 3FFA: Days of Care Schedule-** two separate FCR 3FFAs are required; One for each reporting period. Use actual data, do not average or estimate.

### **SECTION 2: OTHER REQUIRED DOCUMENTS**

- ☐ 1.) A list of the corporation's Board of Directors including full names, titles, mailing addresses and phone numbers;
- ☐ 2.) Non-Profit Declaration Statement: a statement signed and dated by the non-profit corporation's Board of Directors;
- ☐ 3.) A copy of all current Community Care Licensing (CCL) licenses for each office, including sub offices;
- ☐ 4.) Tax-Exempt status letter from either the Internal Revenue Service (IRS) or the Franchise Tax Board (FTB) designating the organization as tax exempt;
- ☐ 5.) Copy of the Articles of Incorporation filed with the Secretary of State;  
*Note: A foster family agency is to immediately notify the Department if the agency ceases to operate on a nonprofit basis, becomes inactive, suspended, or otherwise is not in good standing with the California Secretary of State (SOS).*

- ☐ 6.) A copy of your social workers' degrees as specified in Health and Safety Code Section 1506-only submit degrees of the social workers who were hired during the biennial rate periods (last two fiscal reporting periods).

**PLEASE NOTE:** *If items #3, #4, and #5 are already on file in another program's (i.e. group home program) biennial or was submitted in a previous FFA biennial, you **do not** have to submit these documents again; however, please indicate on a cover letter that these items are on file (either in your group home program's biennial application or in your previous FFA biennial) and indicate that there have been no changes since last submission.*

**For online forms or sample documents please refer to the Foster Care Rates Bureau, Rate Application/Request Requirements website located here:**

**<http://www.childsworld.ca.gov/PG1359.htm>**

#### **WHERE TO SEND APPLICATION**

A complete rate request should be mailed the attention of your rates consultant at the following address:

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
Foster Car Audits and Rates Branch  
Foster Care Rates Bureau  
744 P Street, M.S. 20-74  
Sacramento, CA 95814**